

# IDEA Advisory Meeting

## MINUTES

SEPTEMBER 10, 2015 9:00 – 4:00 P.M.

COUNTRY SUITES, BISMARCK

<b>MEETING CALLED BY</b>	Cathy Haarstad, Chairperson
<b>TYPE OF MEETING</b>	IDEA Advisory Meeting
<b>FACILITATOR</b>	Gerry Teevens
<b>NOTE TAKER</b>	Michelle Souther
<b>ATTENDEES</b>	Gerry Teevens, Michelle Souther, Amanda Carlson, Debra Huber, Kevin McDonough, Cindy Lund, Robin Tschider, Vicki Peterson, Colette Fleck, Matthew McCleary, Kim Cowell, Cathy Haarstad, Mary McCarvel-O'Connor, Emmanuel Mensah, Shannon Grave, Kathy Schauer, Leon Dietrich, Karin Stave, John Copenhaver, Matt Strinden, Patti Redding, Valerie Bakken, Jacki Harasym, Ed Boger, Debra Huber, Leona Zemliska, Brenda Ruehl

## Agenda topics

### OVERVIEW OF THE MAJOR FUNCTIONS AND ROLE OF THE IDEA ADVISORY COMMITTEE

JOHN COPENHAVER

<b>DISCUSSION</b>	John Copenhaver provided orientation for the state special education IDEA advisory committee regarding their purpose and function as an effective Committee.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### SPECIAL EDUCATION UNIT UPDATES

GERRY TEEVENS

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>Nancy Jo Burke was hired as the new SPDG Grant Coordinator. Nancy was previously an REA director.</li><li>Emmanuel Mensah was hired as the special education data coordinator.</li><li>Rose Nichols is the new fiscal grants manager.</li><li>Brenda Oas retired August 15<sup>th</sup>.</li><li>SSIP – new indicator 17 of the SPP submitted April 1, 2015 was approved by OSEP. Kevin McDonough is the DPI lead for this Indicator.</li><li>OSEP 2015 Annual Determinations under IDEA - North Dakota received a Meets Requirements.<ul style="list-style-type: none"><li>SPP/APR measures results and compliance</li><li>Determinations reflect State performance on results, as well as compliance</li><li>Differentiated monitoring and technical assistance supports improvement in all States, but especially low performing states.</li><li>ND received 18 out of 18 points for compliance for a score 100%</li><li>ND received 15 out of 24 points for Results for a score of 62.50%</li><li>ND received an average score of 82.3%. An 80% or greater was need to meet requirements.</li></ul></li><li>States will receive two self-assessments from OSEP to be completed in the areas:<ul style="list-style-type: none"><li>Dispute Resolution</li><li>Correctional Education</li></ul></li><li>Assistive Technology guidelines are completed and will be posted to our website. Lynn Dodge oversaw this process.</li><li>New NDSA &amp; NDAA completed this spring and moving forward.</li></ul>
-------------------	---

	<ul style="list-style-type: none"><li>• Dispute Resolution Process in ND has been positive. We have received a lot of calls but we were able to resolve the issues before going to a complaint or due process.</li><li>• Revised Discretionary Grant Process Impactful</li><li>• First Northern Plains Law Conference on Students with Disabilities – ND Special Education Office Co-Sponsor and Planner – September 22-23, 2015 Rapid City, SD.</li><li>• MTSS 3<sup>rd</sup> Cohort being added, which is the Bismarck School District.</li><li>• Secondary Transition Conference – November 18-19, 2015</li><li>• Early Childhood Advisory Team has been re-instituted by Valerie Bakken</li><li>• Focus Monitoring Process – Mary McCarvel-O’Connor leads this process. Two more units were selected for this year.</li><li>• New NDDPI website</li><li>• ESEA may be reauthorized before the end of the year.</li></ul>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

FOCUSED MONITORING UPDATE & STATE DATA  
REVIEWS

MARY MCCARVEL-O'CONNOR

DISCUSSION	Every year NDDPI ranks the local special education units by using the performance indicators. Through the ranking DPI determines the two that fall in the lowest range from the state average. It is these two that are selected to be monitored.		
	The DPI Special education unit recently conducted a Data Drill Down		
	Strengths: <ul style="list-style-type: none"><li>State Performance Plan Targets we have met were in: Dropout, LRE School Age, Parent Involvement, Post-School Outcomes.</li></ul>		
	Weakness: graduation rate of students with Emotional Disabilities. Preschool separate classroom was a little higher but found when we drilled down it was actually a coding error.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

STATE SYSTEMIC IMPROVEMENT PLAN

KEVIN MCDONOUGH

DISCUSSION	<p>This is a federal requirement. NDDPI decided to focus on the 6 year graduation rate for students with a primary or secondary disability of ED. Stakeholders decided to broaden the focus to include behavioral and emotional needs. One of the primary strategies is that NDDPI will require each special education unit to conduct a planning process this fall. Kevin handed out a NDDPI SSIP Leadership Organizational Chart to the committee. Kevin has been presenting at numerous conferences to inform people of education taking action and what that entails. The goal that each special education unit determines will be sent to each school district and then they will need to add that goal to their continuous improvement plan in</p>
------------	--

	<p>Advanced Ed. There is a toolkit for the special education units to use for this process located at <a href="https://www.nd.gov/dpi/Administrators/SpecialEd/SpecialEducationImprovementPlanning/">https://www.nd.gov/dpi/Administrators/SpecialEd/SpecialEducationImprovementPlanning/</a></p> <p>Each special education unit will receive a fidelity rating which will be shared with their board. They need to setup a leadership team, setup goals, send out recommendations, and report out their process. After that they receive an overall fidelity rating from the state. There is a four point scale and each element has a certain value. Tammy, Robin or Kevin will be providing technical assistance to the units.</p> <p>Professional Development Team – NDDPI will develop a cadre of trainers throughout the state that involves parents on Universal Design for Learning. The cadre will have the ability to train staff regionally. We want both face to face and web training options available. NDDPI will pay for the trainers but units will <del>have</del> need to pay for their staff to attend the trainings offered.</p> <p>A concern was brought up by Cathy Haarstad about this being overwhelming for the special education units and at the local level with all of the other issues e.g. teacher shortages. What advice from the IDEA Advisory Committee is needed? Kevin clarified that this was not developed by NDDPI but by a group of stakeholders throughout the state. Leona Zemliska asked if general education know about this. NDDPI has posted the information in TEAM News and presented it at numerous conferences. UDL is more general education – are teachers willing to teach that way?</p> <p>UDL information can be found on NDDPI website at <a href="https://www.nd.gov/dpi/Administrators/SpecialEd/">https://www.nd.gov/dpi/Administrators/SpecialEd/</a></p> <p>Prevent-Teach-Reinforce: Rose Iovannone is training a Cadre of Master Coaches with the intention being that these master coaches will be available to train Unit Facilitators throughout the state. The training of the Master Coaches needs to be completed by next year.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

#### ASSISTIVE TECHNOLOGY GUIDELINES

LYNN DODGE

DISCUSSION	The AT guidelines are posted online at <a href="https://www.nd.gov/dpi/uploads/60/0ATGuidelines.pdf">https://www.nd.gov/dpi/uploads/60/0ATGuidelines.pdf</a> . There are a lot of resources in the appendices. The guidelines address how AT can be used in the IEP. There is also an FAQ on Assistive Technology, AT terminology, etc in the Appendices. Cathy Haarstad asked if trainings are being scheduled or how will school districts know the guidelines are available. Lynn said she would be willing to provide trainings for districts or units that request it. Gerry asked the IDEA Advisory Committee for suggestions regarding training needs.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	We are in the implementation stage of the SPDG grant. Bismarck Public Schools is the Cohort 3 and will be implementing MTSS on academic and behavior side. Pathfinders created a link for MTSS for parents that will be available soon. Grand Forks Public School is the new pilot school. The SPDG will be using the PTR model and will have Masters coaches to train the state. Ron Dughman is helping ND in creating an interactive website that will be available to schools with information on what they will need to implement a MTSS program.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

DISCUSSION	We are creating short webinars to be posted to our website for dispute resolution. Early resolution is the best option for dealing with dispute.		
	<ul style="list-style-type: none"><li>• There were 11 requests for IEP facilitation. Ten of the eleven requests resulted in facilitated meetings and successful IEP completion. IDEA does NOT address IEP Facilitation. It is a service e North Dakota has chosen to provide and has proven to be successful in settling disputes before conflict goes further.</li><li>• Six requests for mediations were received. Five mediations requests went to session and successfully resulted in agreements. One request was denied because student was not on an IEP.</li><li>• Written State Complaint – five requests received. Four requests did not meet criteria for investigation. One request met criteria and an investigation was completed.</li><li>• Due Process Complaint – two were received. One request was directed to Teacher &amp; School Effectiveness because the students was on 504 plan. One request was withdrawn by parent.</li><li>• 2012-13 – ND was 9<sup>th</sup> for Total Dispute Resolution Activity by State/Entity per 10K Child count.</li><li>• Robin receives many calls of which the parents don't know who their special education director for their district is. Robin is going to address this issue when she presents to the special education directors in September. DPI first and foremost tries to connect the parent and the Special education unit director when a call comes in from a parent and this connection has not occurred\red prior to the parents call to DPI.</li></ul>		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE

<b>SUGGESTIONS SUMMARY</b>		
<p><b>Issues and Concerns in our State:</b></p> <p>Vicki Peterson is still hearing from parents regarding the opting out for medications in school. A lot of questions regarding seizures and seizures medication for students not on an IEP or 504 plan. How is the state informing school staff on this information? Gerry said that typically those calls go to Valerie Fischer in the Safe and Healthy School Unit. The special education office hasn't received any calls</p>		

<p>regarding special education students or complaints regarding medication dispensing. The school board and Safe and Healthy Unit refers parents and staff to the Board of Nursing. Cathy Haarstad said that school districts can request for Michelle Burian the 504 coordinator at the NDDPI and she will come out to school districts and train staff.</p> <p>Cathy Haarstad said that the teacher shortage is an issue throughout the state being brought up by parents at Pathfinders. Cathy was wondering how it is affecting special education teachers. Is there any data from the state? There is also a shortage of paraprofessionals for special education. Brenda Ruehl brought up that due to the teacher and paraprofessional shortage that teacher absences are on the rise due to teachers being overwhelmed due to behavior issues and trying to manage challenging behaviors and educating students and not having the paraprofessionals needed. The special education directors in the Western part of ND are giving students scholarships to go into special education to deal with special education teacher shortages. The issue is where the money comes from to give teachers scholarships because that money is being taken from somewhere else – e.g. supplies. The IDEA Advisory Committee is concerned about this issue and will follow what the state Assessment Task Force does regarding this issue.</p> <p>Cathy Haarstad brought up a concern regarding the determinations of how many minutes of instruction for a student on the IEP. She feels that there needs to be better guidance on how to determine as a team the minutes of special education instruction each student needs. Leona Zemliska said that her unit looks at each individual child their assessment data, the individual student needs and from there determines the number of minutes are for the IEP. Leona said there is a formula in AIMSweb that you can use to determine the minutes of services a child needs. Gerry will gather some information regarding this issue and report back to the committee.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>The June Minutes were approved by the committee. Ed Boger approved the motion to accept the minutes and Amanda Carlson seconded the motion.</p> <p>Public Comment: There was no public comment.</p> <p>The upcoming IDEA Advisory Meetings are scheduled for:</p> <ul style="list-style-type: none"> <li>December 10, 2015</li> <li>March 10, 2016</li> <li>June 9, 2016</li> </ul> <p>Agenda Items for December meeting:</p> <ul style="list-style-type: none"> <li>Teacher Shortages – Gerry</li> <li>Special Education Instructional Minutes Guidelines – Gerry</li> <li>ESEA</li> <li>Susan Wagner and DPI special education Team – review of SPP/APR Indicators</li> </ul>		